

Virginia Cooperative Extension enables people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs.

DIRECTIONS TO OUR OFFICE:

FROM THE DULLES GREENWAY:

Come to Leesburg where the Greenway ends. Bear to the left at the exit and get on the bypass (Routes 15 & 7). Take the King Street exit and head in towards Leesburg. Go to the second traffic light to Catoctin Circle; turn right and go a short distance. Look for the Wachovia Bank building which will be on the left. Loudoun Extension is located on the first floor next to the bank.

FROM ROUTE 7 EAST:

Come into Leesburg and turn left onto Catoctin Circle. Come around the Circle until you see a two-story brick Wachovia Bank building on the right.

FROM ROUTE 7 WEST:

Take the bypass around Leesburg and take the Route 15 to Warrenton exit. At the light, turn left onto King Street. At the second light, turn right onto Catoctin Circle. Go a short distance. Look for the Wachovia Bank building which will be on the left. Loudoun Extension is located on the first floor right next to the bank.

An Outreach Service of Virginia Tech

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Mark A. McCann, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Alma C. Hobbs, Administrator, 1890 Extension Program, Virginia State, Petersburg.

The Business of Family Child Care



FEBRUARY 7, 2007

**Loudoun County Office
30B Catoctin Circle SE
Leesburg, VA
703-777-0373**

9:30 a.m. - 12:30 p.m.

**Virginia
Cooperative Extension**
A partnership of Virginia Tech and Virginia State University www.ext.vt.edu

 **VirginiaTech**
Invent the Future



VIRGINIA STATE UNIVERSITY

**DETACH REGISTRATION FORM AND MAIL WITH YOUR CHECK
TO:**

**Loudoun Extension Office
c/o Family & Consumer Sciences
30-B Catoctin Circle, SE
Leesburg, VA 20175**

VIRGINIA COOPERATIVE EXTENSION

ABOUT THE PROGRAM

"The Business of Family Child Care" is designed to give individuals the tools to construct a successful home based child care service. A resource guide will be provided which includes the information a caregiver needs to get started in planning a child care business.

ABOUT THE PRESENTERS

Beverly Samuel is a Senior Extension Agent, Family & Consumer Sciences with Loudoun Cooperative Extension. She provides resource assistance to caregivers interested in starting a family child care business.

Pat Czikra is a State Licensing Inspector in the Fairfax Area Licensing Office. She has previous child care experience, including director of centers.

Debra Foster is a Child Care Program Coordinator with the Loudoun Child Care Network. She is a parent who appreciates the benefit of a quality Child Care Provider for her two children.

Karen Wagner is the Director of Operations for Child Nutrition, Inc. Child Nutrition, Inc. is a Sponsor of the USDA, Child and Adult Care Food Program (CACFP), and the Voluntary Registration Program.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this program, please contact the local Extension Office during regular business hours to discuss accommodations 14 days prior to the event.

PROGRAM SCHEDULE

9:30-10:45 a.m. Welcome
Getting Started
Purpose & Philosophy
Self-Assessment for a Child Care Provider
Zoning Permits
Business License
State Licensing
Voluntary Registration

10:45-11:15 a.m.
Provider Portfolio
Advertising Your Business
Sample Contracts
Enrollment
Start-Up Costs
Setting Your Fee

11:15-11:45 a.m.
The Business of Family Child Care

11:45-12:15 p.m.
Preparing Nutritious Meals
(USDA Reimbursement Program)
CDU Program
Provider Support Groups
Professional Associations

12:15-12:30 p.m.
Questions/Evaluations

Conference participants will receive 3.0 training credits for the Caregiver Development Unit Program

REGISTRATION FORM

The Business of Family Child Care

Name(s): _____

Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone #:() _____ - _____

Alternate Phone #: () _____ - _____

PRE-REGISTRATION IS REQUESTED BY

JANUARY 31, 2007

SPACE IS LIMITED

FEE: \$10.00 PER PERSON

\$15.00 PER COUPLE

The registration fee is not refundable

PLEASE MAKE CHECK PAYABLE TO:

VCE LOUDOUN 107N

MAIL TO:

**LOUDOUN EXTENSION OFFICE
c/o Family & Consumer Sciences
30 B Catoctin Circle SE
Leesburg, VA 20175**

Total Number Attending _____

For More Information Contact:

Beverly Samuel at (703)777-0373

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